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MINUTES OF OCH/G STAFF MEETING, 26 JULY 1954

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PRESENT: [REDACTED]

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1. [REDACTED] suggested that D/GG and D/GC personnel should be aware of the agreement about cut-off dates for Chapter I, NIS. This agreement is mentioned in NIS meeting minutes #174, 13 July 1954.

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2. [REDACTED] asked what use is being made of Training Evaluation Reports. After a general discussion of actual and possible uses of the TER's, [REDACTED] suggested that each division chief submit comments by 30 July on [REDACTED] draft memorandum "Use of Training Evaluation Reports".

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3. [REDACTED] emphasized the need for writing memorandums for the record after critical discussions, especially discussions with individuals regarding unsatisfactory job performance. A recent personnel problem was handled in such a way that adequate documentary record was not available to show whether or not the case had been properly handled. [REDACTED] pointed out that individuals who are terminated because of unsatisfactory work should have had sufficient discussions of their situation with their supervisors so that they understand their inadequacies and what is expected of them. Also they should be given adequate opportunity to overcome their deficiencies. A general discussion ensued on the problems of personnel supervision and the human factors involved.

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4. [REDACTED] reported that D/GG contributions to the OCI Handbooks appear to meet with preconceived ideas and in one case a contribution was checked by OCI against an inadequate source.

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5. [REDACTED] reported that [REDACTED] has started today on a briefing program. In regard to [REDACTED] s trip there is a question as to how [REDACTED] should be notified of [REDACTED] visit. [REDACTED] said he would write a letter to [REDACTED]

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6. [REDACTED] stated that D/GL will not get a photostat machine. Reproduction has tentatively agreed to set up a quota of 200 prints a week for the Geographic Area. If this is set up, the overall photostat needs of the Geographic Area will have to be coordinated. At the moment, the next step is a memo to Reproduction requesting that this quota be established.

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7. [REDACTED] mentioned that the problem of coordinating priorities to Reproduction is complicated by the fact that a large majority of projects are sent to Reproduction during the latter half of the month.

DOCUMENT NO. 16

NO CHANGE IN CLASS. ☐

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CLASS. CHANGED TO: TS S

NEXT REVIEW DATE:

AUTH: [REDACTED]

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25X1A9a 8. [REDACTED] brought up the problem of division chiefs having to approve requests by division personnel for courses, memberships in organizations, etc. It was agreed that these requests do not need "approval" of division chiefs, as approval is a matter of security and division chiefs have no basis for such approval. The format used for such requests should be changed so that division chiefs merely forward the request and do not "approve" them.

25X1A9a 9. [REDACTED] mentioned that international conferences to be held during the next year include a photographic conference (Paris),
25X1X7 geographical (Rome), arid lands (University of New Mexico), and
25X1X7 [REDACTED]

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- 25X1A9a * 10. [REDACTED] reported that the Air Force has prepared a draft paper (JIC Paper #620/8). This paper proposes establishment, under Air Force supervision, of a joint print library in the basement of the Pentagon. [REDACTED] mentioned that some personnel of other services fear that their photo reconnaissance work will be submerged into the Air Force work if a joint print library, or even a central print index, were established under Air Force control. [REDACTED] reported that 25X1A9a the five JCS subcommittees on photo interpretation subjects have no CIA representation, but that a formal invitation for CIA representation is expected soon. [REDACTED] also reported that the problem of adequate facilities for D/GP's course on photo intelligence had still not been solved. A room has been offered but is inadequate. The building and logistics people are still working at the problem. 25X1A9a
- 25X1A9a [REDACTED] also mentioned that the photo interpretation course at the Department of Agriculture is very good. 25X1A9a 25X6A
- * 11. [REDACTED] report [REDACTED] meet with Mr. Burrill of BGN this afternoon concerning [REDACTED] coordination of geographic names, especially [REDACTED] people, according to Mr. Lou Stevens, desire a meeting with BGN. Mr. Burrill would like to take Mr. Mutziger of BGN to London, but money for the trip is a problem. 25X1A9a
- * 12. [REDACTED] reported some conversations had been held concerning possible merger of GPO-S with the CIA Reproduction unit.

OCh/G/RR:HGR:jmd

Distribution:

- 1 - D/GL
- 1 - D/GP
- 1 - D/GG
- 1 - D/GC

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